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REPORT

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ESTABLISH POLISH INSTITUTE OF SCIENTIFIC
AND TECHNICAL DOCUMENTATION

The Institute of Scientific and Technical Documentation was established by the order of the chairman of the State Commission for Economic Planning, dated 17 March 1950. The institute has legal status and has the right to use the round seal with the state symbol in the center and the name of the institute inscribed around it. The institute's headquarters is in Warsaw proper.

The task of the institute is to conduct scientific experimental studies on methodology in scientific and technical documentation for the purpose of industrial development. The institute will introduce uniform and systematic procedures at scientific record centers, and will be responsible for the collection, registration, cataloguing, and dissemination of scientific documents and research projects in the field of technology.

The institute will coordinate the activities of all centers such as libraries, scientific research institutes, planning bureaus, and offices engaged in the collection and processing of scientific and technical literature, drawings, photographs, films, and sound recordings. The institute will carry on research to discover improved methods of processing records and will introduce uniform and improved methods in the document centers.

The institute will be responsible for disseminating scientific and technical documents among the interested offices, institutes, cooperative enterprises, polytechnicums, and scientific and research institutes. They will be either in the original form, or in the form of bulletins or bibliographies, translations, abstracts, drawings, photostats, microfilms, movie films, recordings, and sound films. It will undertake the publication of technical literature, either alone, or in cooperation with other offices, state institutes, or cooperative enterprises.

The institute will forward information and technical documents to rationalizers and innovator's clubs. It will develop and improve equipment and material used in documentation and will prepare personnel for processing documents.

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The institute will cooperate with foreign institutes in similar fields, especially with the USSR and the Peoples' Democracies.

The institute is authorized to organize and direct libraries, archives, and information bureaus; conduct laboratories for the production of photo-stats, microfilms, copies, slides, etc.; operate graphic arts establishments; organize and conduct workshops and model workshops for tools and equipment needed in the reproduction making and dissemination of documents; organize professional meetings for the dissemination of scientific and technical information with the aid of lectures or films; organize national conferences on the dissemination of scientific and technical documents, and participate in similar international conferences.

Research and experimental organizations may be set up under the institute. The detailed organization and sphere of activity of the establishments will be regulated according to rules laid down by the chief director of the institute, approved by the chairman of the State Economic Planning Commission.

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